



Residential Building Application

Alteration / Remodel – Basement Finish
Egress Window

Project Address: _____

Applicant is: Property Owner Contractor Architect Engineer Other _____

Applicant _____ E-mail _____

Address _____ Day Phone # _____

Contractor _____ E-mail _____

Address _____ Day Phone # _____

Interior remodel - 1st floor _____ sq ft 2nd Floor _____ sq ft

Basement – remodel/finish _____ sq ft

Note: finish of a basement or portion thereof requires at least one emergency escape and rescue opening (egress window or door directly to the exterior) regardless of whether a sleeping room exists. Each sleeping rooms requires an egress window or door directly to the exterior.

Does a compliant egress window exist in your basement? Yes No

Install Egress Window Valuation _____ (value of work – including materials & labor)

Describe work: _____

Interior Remodel (other than basement) approximate valuation: \$ _____
(value of work – including materials & labor)

Attachments: Floor Plan

Plumbing Contractor: _____

Electrical Contractor: _____

Mechanical Contractor: _____

(for office use only):

Legal Description: _____ Zoning: _____

Notice: Separate permits are required for electrical, plumbing, heating, ventilation or air conditioning. This permit expires 12 months from the date of issuance. The undersigned warrants that he/she has reviewed and is familiar with the provisions of the building and fire codes; as set forth under Chapters 175 and 180 of the Municipal Code of the City and all applicable zoning standards and will defend, indemnify, protect and save harmless the City and its employees from any and all liability, from any claim or cause of action which any person may have or claim to have by reason of any actual or alleged failure on the part of the undersigned to comply with the terms and provision thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I agree to adhere to the plans as submitted and approved by the Architectural Review Board and City Staff and will provide notification of any change prior to construction. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant _____ Date _____

Printed Name: _____

ALLOW A MINIMUM OF 5 FULL WORKING DAYS FOR PERMIT APPLICATION REVIEW

Date received _____	Permit Fee \$ _____	Office Use Only
Approval Notification Date _____	Valuation \$ _____	

Floor Plan Drawing:

Address: _____

Sketch diagram indicating:

- ✓ Show rooms and label uses – existing and proposed
- ✓ Provide dimensions of rooms and spaces
 - Width
 - Length
 - Height
- ✓ Location of smoke detectors – existing and proposed
- ✓ Location of carbon monoxide detector
- ✓ Location of mechanical room and how accessed



Information for finish or remodel of basements in dwellings.

EMERGENCY ESCAPE AND RESCUE REQUIRED – Basements and every sleeping room shall have at least one operable emergency escape and rescue window or exterior door opening for emergency escape and rescue. Basement egress windows shall be provided with a minimum net clear opening of 5.7 square feet. If a compliant emergency escape and rescue opening does not exist one shall be installed. (for additional information please acquire and review our egress window guidelines.

FLOOR PLAN Submit accurate floor plan for review and approval. Include:

- Location of existing walls, windows, stairs, mechanical room, electrical panel etc.
- Location of new walls to be constructed
- Label the proposed use of rooms created
- Dimension all rooms and spaces
- Size of all existing and proposed windows

TYPICAL CONSTRUCTION

- Drywall - walls: 3/8" limited to 16" oc studs, 1/2" or 5/8" limited to 24" oc studs; ceilings: 3/8" limited to 16" oc perpendicular to joists, 1/2" or 5/8" @ 16" oc either direction, 1/2" or 5/8" @ 24" oc perpendicular to joists
- Bottom plate in contact with concrete floor shall be of treated material.
- Wood stud walls set out from the foundation wall require a firestop at the top of the intersection of the wall and floor/ceiling joists, to prevent communication of the stud wall cavities and the floor/ceiling joist cavities. Openings through the top plate should be sealed with a listed firestop material.

ENERGY INFORMATION

- 1) Basement walls (install no vapor retarder or vapor barrier on 2 x 6 below grade framed walls)
 - a. R-15 continuous insulation on either the inside or outside of foundation walls, or
 - b. R-19 cavity insulation for the interior side frame walls, or (no vapor retarder or vapor barrier on below grade framed walls)
 - c. R-13 cavity insulation for the interior side frame walls and R-5 continuous insulation against the concrete foundation wall.

2) Windows: .32 U-Factor (max)

Note: **hanging 'bag' insulation shall be removed prior to installation of any other insulation system**

GENERAL REQUIREMENTS

- Emergency escape and rescue opening is required (see opening paragraph)
- Ceiling height shall be minimum 7'.
- Area below stairs if enclosed and accessible must be drywalled.
- Sleeping rooms require an egress window and a hardwired dual-sensor smoke detector in the room and outside the room.
- Habitable rooms must contain at least one supply air duct and one return air duct or return grille note: grille(s) may not directly communicate sleeping and bath rooms with mechanical rooms.
- Each unfinished area of basement must have a GFCI protected receptacle(s).
- Bathrooms shall have an exhaust fan vented to the exterior.
- Bathrooms shall have a separate dedicated 20 amp, GFCI protected receptacle.
- Bedroom, family room, rec room and similar area(s) receptacles require Arc-Fault protection.

- Electrical receptacles shall be tamper resistant.
- Plumbing fixtures shall be vented.
- Electrical junction boxes, plumbing cleanouts, valves, ductwork damper controls concealed behind drywall must remain accessible by installation of access panels.
- Electrical wiring must be protected (behind drywall, in conduit etc).
- Mechanical room enclosure must provide for clearance to combustibles (as shown on appliance nameplate rating), clear working space at each appliance (typically 30" minimum in front of control side) and combustion air must be provided as needed (louvered doors, grilles within 12" of the floor and ceiling etc). Combustion air may not be obtained from sleeping rooms, bathrooms or toilet rooms. Habitable rooms must be provided with supply and return air. Return air shall not be taken from a closet, bathroom, furnace room or another dwelling.
- Electrical grounding system – if UFER (footing) ground is to be concealed within construction an access panel must be provided.

Smoke Detector Update Requirements – Dual Sensor

- Dual sensor smoke detectors shall be installed in every bedroom, outside of and within ten feet from the center of each bedroom(s) door frame and on each floor level of the dwelling
- If existing wall and ceiling coverings are not removed then battery operated units OK
- If new construction or existing wall and ceiling finishes are removed then hard-wired smoke detectors are required

Carbon Monoxide Alarm Update Requirements

- Carbon monoxide alarms shall be installed outside of each separate sleeping area and within ten feet from the center of each bedroom(s) door frame

Arc Fault Circuit Interrupter Requirement

- Bedroom addition(s) receptacles or receptacles in a room(s) converted to a bedroom(s) as well as family room, rec room and similar area(s) shall be AFCI protected.

CSST – Corrugated Stainless Steel Tubing – Gas Piping

- Corrugated stainless steel tubing (CSST) gas piping systems shall be bonded to the electrical service grounding electrode system via listed clamp to rigid pipe or rigid component at any point along the gas line. The bonding jumper shall be not smaller than 6 AWG copper wire or equivalent. If bonding connection is to be concealed within construction an access panel must be provided.

ADDITIONAL PERMITS REQUIRED

- Separate Electrical, Mechanical, and Plumbing Permits are required for work performed in these trades. For example:
 - Electrical for branch circuits, AFCI & GFCI protection, wiring, lighting, grounding and bonding.
 - Plumbing for water supply, drain, waste and vent installations.
 - Mechanical if replacing appliances.
- Contractors licensed in the respective trade must obtain these permits and perform the work.
- A homeowner may qualify through testing to obtain electrical and plumbing permits and perform the respective work. Inquire at the Community Planning & Building Department.

INSPECTIONS REQUIRED

- Rough-in electrical prior to insulation or drywall.
- Rough-in plumbing (if applicable) prior to insulation or drywall.
- Rough-in mechanical (if applicable) prior to insulation or drywall.
- Framing prior to insulation or drywall.
- Final Inspection prior to use. **Certificate of Occupancy** is required.